

**Commonwealth of Massachusetts
Department of Telecommunications and Energy
Fitchburg Gas and Electric Light Company
Docket No. D.T.E. 02-24/25
Responses to the Attorney General's Seventh Set of Information Requests**

Request No. AG-7-16 (Gas)

Refer to Schedules JLH-5-1 and JLH-5-4, pages 13-1, line 5. Please provide copies of all invoices supporting the account 923 cost. Include a summary of the monthly costs by major category (general accounting, billing services, gas acquisition and dispatch, legal DTE, legal-other, general maintenance, meter reading, customer service, etc.). If any of these costs are for personnel that perform discrete services for FG&E, identify these services and include the costs of each individual as a separate category in the summary.

Responses:

Please refer to Attachment AG-7-16. For Legal, USC, Environmental, Accounting, and MAC Expenses, see Attachment AG-5-13 (Electric). Legal Invoices have been redacted pursuant to the Department's Protective Order in this docket pertaining to Legal Invoices, and provided only to parties consistent with the Department's Protective Order and the terms of individually negotiated confidentiality agreements. Legal and audit expenses are on an accrual basis, therefore the expenses seen on the attached invoices will not match the accrued legal and audit expenses in the year 2001. The accrued expenses are included to total \$1,542,165. The invoiced legal and accrual expenses are listed separately.

With respect to discrete services, services provided by Unitil Service Corp. are of a general nature (i.e. regulatory services, accounting services, etc.). None of the costs reflected in this response are for personnel providing discrete service for Fitchburg.

Personal Responsible: Mark H. Collin

Summary of 923 costs included in Outside Services Employed per Schedules J-LH-5-1 and J-LH-5-4, pages 13-1, line 5:

	Jan-01	Feb-01	Mar-01	Apr-01	May-01	Jun-01	Jul-01	Aug-01	Sep-01	Oct-01	Nov-01	Dec-01	Total
MARKET DEVELOPMENT - GENERAL	-	2,229	200	100	-	-	375	200	375	-	-	-	3,479
VISIBILITY/GENERAL	5,000	-	-	-	-	-	30	-	-	-	-	-	5,030
FIELD OPERATIONS/ACCOUNT MGMT	-	-	-	-	-	-	-	-	-	-	-	2,737	2,737
USC - NEW WATER HEATER PROGRAM (GAS)	-	-	-	-	-	-	-	-	-	-	-	-	318
UNITIL RETIREE TRUST	17,242	10,704	11,602	17,852	10,704	11,602	17,852	11,602	17,852	11,602	17,852	11,602	172,488
LEGAL EXP-CORP	70	70	70	70	70	70	70	70	70	70	70	70	8,366
AUDIT	1,648	1,648	1,648	1,442	1,442	5,034	4,210	4,210	4,210	4,210	4,210	412	21,840
UNITIL SERVICE CORP	97,733	103,048	90,269	118,476	82,292	68,313	110,833	106,538	93,721	98,334	145,731	94,362	1,209,670
OTHER	8,678	8,678	8,678	8,678	8,678	8,678	8,678	8,678	8,678	8,678	8,678	8,678	2,801
LEGAL EXP-POWER SUPPLY OTHER	600	600	600	600	600	600	600	600	600	600	600	27,874	34,474
IRP EXPENSE	-	-	-	-	-	-	-	328	-	-	-	-	829
GAS CONTRACTS EXPENSE OTHER	1,891	1,891	1,891	6,066	3,141	1,891	1,891	1,891	1,891	26,648	1,891	1,891	52,876
LEGAL EXP-LOCAL	5,183	5,183	5,183	5,316	5,183	5,183	5,183	5,183	5,183	5,183	5,183	(25,041)	32,109
OTHER	-	-	-	61	-	-	-	-	-	-	-	(9,140)	(9,080)
USC EXPS - WATER HEATER PROGRAM-GAS	1,386,38	458,46	702,73	286,87	357,84	308,65	239,55	236,49	108,73	141,08	0	0	4226,78
TOTAL	139,431	134,610	120,844	159,230	112,488	101,900	149,962	139,536	126,439	164,217	178,873	16,766	1,542,165

Outside Services Employed per Schedules JLH-5-1 and JLH-5-4, pages 13-1, line 5: Summary of Monthly GL Activity by Category

Expenses:

20-10-02-00-923-30-00	MARKET DEVELOPMENT - GENERAL	3,479
	02/19/2001 MANAGEMENT APPLICATIONS	1,979
	02/21/2001 NORTH CENTRAL MASS C	250
	03/20/2001 FITCHBURG BABE RUTH	200
	04/04/2001 THE YANKEE PRINTER	100
	07/02/2001 NCMCC GOLF TOURNAMENT	375
	08/29/2001 F W WEBB CO	200
	09/05/2001 CAPITAL REGION GROWT	375
20-10-02-00-923-31-00	VISIBILITY/GENERAL	5,030
	01/04/2001 BUSINESS FIRST INVST	5,000
	07/06/2001 NORTH CENTRAL MASS C	10
	07/31/2001 NORTH CENTRAL MASS C	20
20-10-02-00-923-32-03	FIELD OPERATIONS/ACCOUNT MGMT	2,737
	12/31/2001 ADVENTURES IN ADVERT	801
	12/31/2001 ADVENTURES IN ADVERT	568
	12/31/2001 ADVENTURES IN ADVERT	1,369
20-10-02-50-923-06-00	USC - NEW WATER HEATER PROGRAM (GAS)	318
	11/30/2001 accrual - USC Bill	206
	12/31/2001 accrual - USC Bill	112
20-10-03-00-923-04-00	UNITIL RETIREE TRUST	172,488
	01/31/2001 Jan URT Payment	17,242
	02/28/2001 Feb URT Payment	10,704
	03/31/2001 Mar URT Payment	11,602
	04/30/2001 Apr URT Payment	17,852
	05/31/2001 May URT Payment	10,704
	06/30/2001 Jun URT Payment	11,602
	07/31/2001 Jul URT Payment	17,852
	08/31/2001 Aug URT Payment	11,602
	09/30/2001 Sep URT Payment	11,602
	10/31/2001 Oct URT Payment	17,852
	11/30/2001 Nov URT Payment	11,602
	12/31/2001 Dec URT Payment	22,270
20-10-08-00-923-00-01	LEGAL EXP-CORP	8,366
	* see invoices in "Invoice" section below	
	01/31/2001 Legal Accrual	70
	02/28/2001 Legal Accrual	70
	03/31/2001 Legal Accrual	70
	04/30/2001 Legal Accrual	70
	05/31/2001 Legal Accrual	70
	06/30/2001 Legal Accrual	70
	07/31/2001 Legal Accrual	70
	08/31/2001 Legal Accrual	70
	09/30/2001 Legal Accrual	70
	10/31/2001 Legal Accrual	2,570
	11/30/2001 Legal Accrual	2,570
	12/31/2001 Legal Accrual	2,596
20-10-10-00-923-02-00	AUDIT	21,840
	* see invoices in "Invoice" section below	
	01/31/2001 Audit Accrual	1,848
	02/28/2001 Audit Accrual	1,848
	03/31/2001 Audit Accrual	1,848
	04/30/2001 Audit Accrual	1,442
	05/31/2001 Audit Accrual	1,442
	06/30/2001 Audit Accrual	5,034
	07/31/2001 Audit Accrual	4,210
	08/31/2001 Audit Accrual	4,210
	09/30/2001 Audit Accrual	4,210
	10/31/2001 Audit Accrual	4,210
	11/30/2001 Audit Accrual	412
	12/31/2001 Audit Accrual	-8,272

20-10-10-00-923-03-00	UNITIL SERVICE CORP	1,209,670
	01/31/2001 USC Bill	97,733
	02/28/2001 USC Bill	103,048
	03/31/2001 USC Bill	90,269
	04/30/2001 USC Bill	118,476
	05/31/2001 USC Bill	82,292
	06/30/2001 USC Bill	68,313
	07/31/2001 USC Bill	110,833
	08/31/2001 USC Bill	106,538
	09/30/2001 USC Bill	93,721
	10/31/2001 USC Bill	98,334
	11/30/2001 USC Bill	145,731
	12/31/2001 USC Bill	94,382
20-10-10-00-923-04-00	OTHER	2,801
	01/31/2001 Amortization	8,678
	02/28/2001 Amortization	8,678
	03/31/2001 Amortization	8,678
	04/30/2001 Amortization	8,678
	05/31/2001 Amortization	8,678
	06/30/2001 Amortization	8,678
	07/31/2001 Amortization	8,678
	08/31/2001 Amortization	8,678
	09/30/2001 Amortization	8,678
	10/31/2001 Amortization	8,678
	11/30/2001 Amortization	8,678
	12/31/2001 Extraordinary Item 2001	-85,456
	Reclass expense from Extraordinary Item to Base Expense	2,601
	Reclass expense from Extraordinary Item to Base Expense	200
20-10-13-00-923-00-02	LEGAL EXP-POWER SUPPLY OTHER	34,474
	* see invoices in "Invoice" section below	
	01/31/2001 Legal Accrual	600
	02/28/2001 Legal Accrual	600
	03/31/2001 Legal Accrual	600
	04/30/2001 Legal Accrual	600
	05/31/2001 Legal Accrual	600
	06/30/2001 Legal Accrual	600
	07/31/2001 Legal Accrual	600
	08/31/2001 Legal Accrual	600
	09/30/2001 Legal Accrual	600
	10/31/2001 Legal Accrual	600
	11/30/2001 Legal Accrual	600
	12/31/2001 Legal Accrual	27,874
20-10-13-00-923-06-00	IRP EXPENSE	829
	* see invoices in "Invoice" section below	
	04/30/2001 Leboeuf Lamb Greene	282
	06/30/2001 Leboeuf Lamb Greene	219
	06/31/2001 Leboeuf Lamb Greene	328
20-10-13-00-923-07-00	GAS CONTRACTS EXPENSE OTHER	52,876
	01/31/2001 Amortize Prepaid Gas Software Exp	1,891
	02/28/2001 Amortize Prepaid Gas Software Exp	1,891
	03/31/2001 Amortize Prepaid Gas Software Exp	1,891
	04/30/2001 Amortize Prepaid Gas Software Exp	1,891
	Stoner Associates	1,562
	New Energy Associates	2,613
	05/31/2001 Amortize Prepaid Gas Software Exp	1,891
	Stoner Associates	1,250
	06/30/2001 Amortize Prepaid Gas Software Exp	1,891
	07/31/2001 Amortize Prepaid Gas Software Exp	1,891
	08/31/2001 Amortize Prepaid Gas Software Exp	1,891
	09/30/2001 Amortize Prepaid Gas Software Exp	1,891
	10/31/2001 Amortize Prepaid Gas Software Exp	1,891
	New Energy Associates	24,757
	11/30/2001 Amortize Prepaid Gas Software Exp	1,891
	12/31/2001 Amortize Prepaid Gas Software Exp	1,891

20-10-70-00-923-00-00	LEGAL EXP LOCAL	32,109
	* see invoices in "Invoices" section below	
	01/31/2001 Legal Accrual	5,183
	02/28/2001 Legal Accrual	5,183
	03/31/2001 Legal Accrual	5,183
	04/30/2001 Legal Accrual	5,183
	Leboeuf Lamb Greene	133
	05/31/2001 Legal Accrual	5,183
	06/30/2001 Legal Accrual	5,183
	07/31/2001 Legal Accrual	5,183
	08/31/2001 Legal Accrual	5,183
	09/30/2001 Legal Accrual	5,183
	10/31/2001 Legal Accrual	5,183
	11/30/2001 Legal Accrual	5,183
	12/31/2001 Legal Accrual	-25,041
20-10-70-00-923-01-00	OTHER	-9,080
	04/30/2001 Petty Cash FGE	61
	12/31/2001 JE737 to true up non-recoverable variances	-9,980
	Reclass old payroll charges that should not be in this account	1,473
	Reclass old payroll charges that should not be in this account	-633
20-10-17-02-50-923-06-00	UNITIL SERVICE CORP EXPS-WATER HEATER PROGRAM GAS	4,227
	01/31/2001 USC Bill	1,386
	02/28/2001 USC Bill	373
	Lori Leblanc	85
	03/31/2001 USC Bill	703
	04/30/2001 USC Bill	287
	05/31/2001 USC Bill	358
	06/30/2001 USC Bill	309
	07/31/2001 USC Bill	240
	08/31/2001 USC Bill	236
	09/30/2001 USC Bill	109
	10/31/2001 USC Bill	141
		<u>1,542,185</u>

Invoices:

Because Legal and Audit expenses are on an accrual basis and these are only the electric side of the expense, there are variances between the attached invoices for 2001 and the expenses in the GL for 2001

Legal Invoices

Legal - Corporate		
06/15/2001	LEBOEUF LAMB GREENE	5,041
06/08/2001	LEBOEUF LAMB GREENE	1,795
06/27/2001	SULLOWAY & HOLLIS	1,072
06/27/2001	LEBOEUF LAMB GREENE	613
		<u>8,520</u>

Legal - Power Supply Other		
01/22/2001	SCHIFF HARDIN & WAIT	784
02/05/2001	SCHIFF HARDIN & WAIT	6,455
02/15/2001	SCHIFF HARDIN & WAIT	576
03/12/2001	SCHIFF HARDIN & WAIT	4,401
03/15/2001	SCHIFF HARDIN & WAIT	1,102
04/10/2001	SCHIFF HARDIN & WAIT	1,190
05/16/2001	SCHIFF HARDIN & WAIT	15,368
05/30/2001	SCHIFF HARDIN & WAIT	1,073
06/21/2001	SCHIFF HARDIN & WAIT	1,171
06/09/2001	SCHIFF HARDIN & WAIT	406
06/15/2001	SCHIFF HARDIN & WAIT	396
09/25/2001	SCHIFF HARDIN & WAIT	232
10/15/2001	SCHIFF HARDIN & WAIT	109
11/13/2001	SCHIFF HARDIN & WAIT	123
12/18/2001	SCHIFF HARDIN & WAIT	178
12/18/2001	LEBOEUF LAMB GREENE	1,274
12/20/2001	LEBOEUF LAMB GREENE	256
		<u>35,091</u>

Legal - Local		
01/08/2001	BRICKLEY SEARS & SO	20
01/08/2001	BRICKLEY SEARS & SO	40
01/08/2001	GZA GEOENVIRONMENTAL	344
01/08/2001	SALLY & FITCH	224
02/12/2001	BRICKLEY SEARS & SO	64
02/12/2001	GLENN E DAWSON	324
02/12/2001	GZA GEOENVIRONMENTAL	116
02/12/2001	GLENN E DAWSON	232
02/21/2001	GLENN E DAWSON	335
02/21/2001	GLENN E DAWSON	230
02/21/2001	GLENN E DAWSON	27
02/21/2001	GLENN E DAWSON	287
02/21/2001	SALLY & FITCH	136
03/12/2001	GLENN E DAWSON	271
03/12/2001	SULLOWAY & HOLLIS	956
03/12/2001	SULLOWAY & HOLLIS	5,380
03/13/2001	GLENN E DAWSON	3,132
03/27/2001	BRICKLEY SEARS & SO	74
04/09/2001	SULLOWAY & HOLLIS	2,929
04/24/2001	GZA GEOENVIRONMENTAL	166
04/24/2001	SULLOWAY & HOLLIS	232
05/08/2001	GLENN E DAWSON	637
05/08/2001	SALLY & FITCH	64
05/08/2001	SULLOWAY & HOLLIS	1,006
05/21/2001	GLENN E DAWSON	14
05/21/2001	GLENN E DAWSON	27
05/21/2001	GLENN E DAWSON	189
06/13/2001	SULLOWAY & HOLLIS	366
07/10/2001	SULLOWAY & HOLLIS	1,289
07/18/2001	GLENN E DAWSON	127
07/31/2001	THOMAS J GATHERUM	90
08/27/2001	GLENN E DAWSON	636
08/27/2001	GLENN E DAWSON	1,683
09/13/2001	GLENN E DAWSON	704
09/13/2001	SULLOWAY & HOLLIS	1,502
10/17/2001	GLENN E DAWSON	67
10/30/2001	SULLOWAY & HOLLIS	4,019
11/27/2001	SULLOWAY & HOLLIS	963
11/27/2001	SULLOWAY & HOLLIS	1,432
12/10/2001	GLENN E DAWSON	201
		<u>31,007</u>

01/31/2001 Grant Thornton LLP	1,234
02/21/2001 Grant Thornton LLP	4,000
02/21/2001 Grant Thornton LLP	18,632
04/16/2001 Grant Thornton LLP	950
04/16/2001 Grant Thornton LLP	1,214
04/16/2001 Grant Thornton LLP	4,525
04/16/2001 Grant Thornton LLP	22,858
05/03/2001 Grant Thornton LLP	1,088
06/15/2001 Grant Thornton LLP	1,250
07/25/2001 Grant Thornton LLP	3,664
10/03/2001 Grant Thornton LLP	1,070
12/27/2001 Grant Thornton LLP	8,317

Total Audit charged to Common Accounts	<u>66,802</u>
Gas Division	24,049
Electric Division	42,753

SOLD BY / DIRECT INQUIRIES TO:

AIA / Promotional Dynamics

34 Thornton Ferry Road I

Amherst, NH 03031-2601

Phone: 603-673-5777 Fax: 603-673-5573

Promotional Dynamics
Amherst, NH**REMIT PAYMENT TO:**

AIA - Payment Processing Dept. 5374

P.O. Box 847182

Boston, MA 02284-7182

BILL TO:SCOTT O'LOUGHLIN
UNITIL CORP.
6 LIBERTY LANE WEST
HAMPTON, NH 03842-1720**SHIP TO:**UNITIL CORP.
6 LIBERTY LANE WEST
HAMPTON, NH 03842-1720

Customer PO #	Customer Acct # PD010138	AIA Order # PD31251	INVOICE # 393807		
Order Date 10/23/01	Ship Date 11/13/01	Invoice Date 11/13/01	Salesperson DS	Ship Via UPS Ground	Tax Code -NONE

Item	Ordered	Shipped	Unit Price	Ext Price	Tax
WEISMANN BALL PT. PENS; BLUE; GOLD LASER ENGRAV - BLUE	500	498	3.270	1,628.46	<input checked="" type="checkbox"/>
PAPER GIFT BOXES	500	498	0.000	0.00	<input checked="" type="checkbox"/>
FAX PROOF	1	1	0.000	0.00	<input checked="" type="checkbox"/>
/Set-up Laser Engrave	0	0	0.000	0.00	<input type="checkbox"/>

JAN - 4

393807

Payment Terms: Net 30This account has been assigned and is payable to
Adventures In Advertising Franchise, Inc.

Invoice Subtotal	1,628.46
Freight Charges	75.17
Sales Taxes	0.00
Less Deposits	0.00

Payment Due **\$1,703.63***Thank you for paying promptly*

INVOICE # 393807 - CUSTOMER COPY

SOLD BY / DIRECT INQUIRIES TO:

AIA / Promotional Dynamics

34 Thornton Ferry Road I

Amherst, NH 03031-2601

Phone: 603-673-5777 Fax: 603-673-5573

Promotional Dynamics
Amherst, NH**REMIT PAYMENT TO:**

AIA - Payment Processing Dept. 5374

P.O. Box 847182

Boston, MA 02284-7182

BILL TO:SCOTT O'LOUGHLIN
UNITIL CORP.
6 LIBERTY LANE WEST
HAMPTON, NH 03842-1720**SHIP TO:**UNITIL CORP.
6 LIBERTY LANE WEST
HAMPTON, NH 03842-1720

Customer PO #

Customer Acct #
PD010138AIA Order #
PD31252**INVOICE # 393806**Order Date
10/23/01Ship Date
10/30/01Invoice Date
11/02/01Salesperson
DSShip Via
UPS GroundTax Code
-NONE

Item	Ordered	Shipped	Unit Price	Ext Price	Tax
OTR. BANKS PINSTRIPE JERSEY SHIRT; MEDIUM; OLIVE - OLIVE / Size MED	10	10	23.140	231.40	<input checked="" type="checkbox"/>
AS ABOVE; LARGE; OLIVE - OLIVE / Size LG	40	40	23.140	925.60	<input checked="" type="checkbox"/>
AS ABOVE; X LARGE; OLIVE - OLIVE / Size XL	40	40	23.140	925.60	<input checked="" type="checkbox"/>
AS ABOVE; XX LARGE; OLIVE - OLIVE / Size 2X	10	10	25.140	251.40	<input checked="" type="checkbox"/>
EMBROIDERY CHARGES- UNITIL	100	100	0.000	0.00	<input checked="" type="checkbox"/>
FOLD & BAG CHARGES	100	100	0.000	0.00	<input checked="" type="checkbox"/>

30880

Payment Terms: Net 30This account has been assigned and is payable to
Adventures In Advertising Franchise, Inc.

Invoice Subtotal 2,334.00

Freight Charges 68.82

Sales Taxes 0.00

Less Deposits 0.00

Payment Due **\$2,402.82***Thank you for paying promptly*

INVOICE # 393806 - CUSTOMER COPY

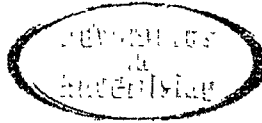
SOLD BY / DIRECT INQUIRIES TO:

AIA / Promotional Dynamics

34 Thornton Ferry Road I

Amherst, NH 03031-2601

Phone: 603-373-5777 Fax: 603-873-5573

Promotional Dynamics
Amherst, NH**REMIT PAYMENT TO:**

Adventures in Advertising Franchise, Inc.

AIA - Payment Processing Dept. 5374

P.O. Box 847182

Boston, MA 02234-7182

BILL TO:

SCOTT O'LOUGHLIN

UNITIL CORP.

6 LIBERTY LANE WEST

HAMPTON, NH 03842-1720

SHIP TO:

UNITIL CORP.

6 LIBERTY LANE WEST

HAMPTON, NH 03842-1720

Invoice # 394025	Order # PD010138	Order # PD31234	INVOICE # 394025			
10/18/01	10/25/01	11/05/01	DS	UPS Ground	-NONE	

Item	Ordered	Shipped	Unit Price	Ext Price	Tax
DESKTOP JELLY BEAN DISPENSERS WITH JELLY BELLYS	136	137	26.090	3,574.33	<input checked="" type="checkbox"/>
AS ABOVE	14	14	26.090	365.26	<input checked="" type="checkbox"/>
SPEC. SAMPLE	1	0	0.000	0.00	<input checked="" type="checkbox"/>
FAX PROOF	1	0	0.000	0.00	<input checked="" type="checkbox"/>

4N-4

308691

Payment Terms: Net 30This account has been assigned and is payable to
Adventures In Advertising Franchise, Inc.

Invoice Subtotal 3,939.59

Shipping & Handling 173.28

Sales Taxes 0.00

Less Deposits 0.00

Payment Due ☒ **\$4,112.87**

Thank you for paying promptly

INVOICE # 394025 - CUSTOMER COPY

4

BUSINESS



First

Invoice

Date: 1/28/00

Invoice No.: 51217

Bill To Robert Bisson
Unitil
285 John Fitch Highway
Fitchburg, MA 01420

Sales Memo for Business First Investors

<i>Description</i>	<i>Amount</i>
BUSINESS 1ST, JAN. 2000	\$5,000.00

Charged of
to visibility/general

P.O. Number
Payment Terms

Sub Total \$5,000.00

Tax \$0.00

Total \$5,000.00

Paid \$0.00

BALANCE DUE \$5,000.00

Thank You!

EXPANDING ECONOMIC OPPORTUNITY

5

Check and Expense Processing - FGE
Batch: 202800804

Check - Check
Req ID: 26756

Requested By: oloughlin

Supplier: Capital Region Growth Council

Attn: Ted Montgomery

31 Pratt Street

5th Floor

Hartford, CT 06103

ID: CAPITAL REG CON G R O

Approved By:
carroll

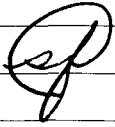
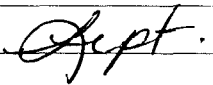
Necessary Information Required on Check Remittance:

For ad for Mike Lanava

<u>Invoice</u>	<u>Explanation</u>	<u>Due Date</u>	<u>Unit Price</u>	<u>U/I</u>	<u>Ordered</u>	<u>Total</u>
	For ad for Mike Lanava	9/7/01	\$375.000	EA	1	\$375.00

Total : \$375.00

<u>Distribution:</u>	<u>Amount</u>	<u>Account #</u>	<u>CWO</u>	<u>kWh</u>	<u>Description</u>
	375.00	20-10-02-00-923-30-00			MARKET DEVELOPMENT - GENE
	375.00				

Vouchered by: 	Voucher Month: 
PrePaid Check#:	Batch#: 202800804
Approved By:	Return Check To: Payee

Special Mailing Instructions:



August 14, 2001

Mr. Tim Noonis
Economic Development Specialist
Unitil
Six Liberty Lane West
Hampton, NH 03842-1720

Dear Mr. Noonis.

As a colleague of Michael Lanava, I am pleased to inform you that he will be receiving special recognition as the **Member of the Year** by the **Northeastern Economic Developers Association**. NEDA has been promoting economic development from Maine to Maryland since 1963. This award will be presented during the Association's annual conference in Mystic, Connecticut at a dinner ceremony on Monday October 1st. For information on the conference, please visit www.nida.org.

This is a special achievement; Michael will only be the fourth Massachusetts member to be so honored since the award was established in 1969. To assist in the tribute, we would like to offer your organization the opportunity to place a congratulatory ad in the conference program booklet. These booklets are distributed to conference attendees at the start of the three-day conference. Conference attendance tracks at 200 to 250 over this period, and includes senior economic development professionals from the eleven state NEDA region. I have enclosed details on the advertising options.

The deadline for submitting ads is **September 5, 2001**. In the interest of time, you can forward your information directly to Teu Montgomery, CT Capital Region Growth Council, 31 Pratt Street - 5th Floor, Hartford, CT 06103 (860) 524-7700 x283. Please do not hesitate to contact me at (508) 824-3600 x11 if I can be of assistance.

Sincerely,

Stephen P. Andrade
NEDA Director

Enclosure

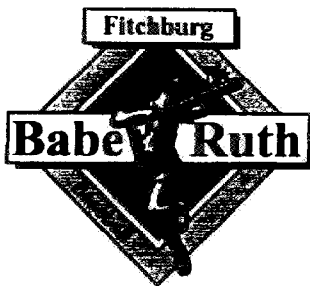
**NEDA Annual Conference –
Program Brochure Rates for Advertisement**

Brochure is 8.5" x 11" Black and White

The rates are as follows:

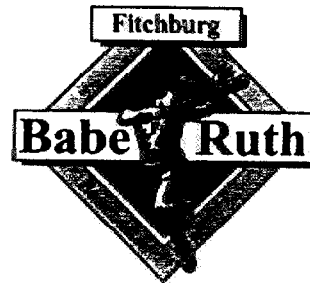
Outside Back Cover	\$600
Inside Back Cover	\$500
Inside Front Cover	\$500
Full Page	\$350
1/2 Page	\$200
1/4 Page	\$125
Typesetting Fee	\$25

For further info and to place your ad, contact: Ted Montgomery, CT Capital Region
Growth Council, 31 Pratt Street - 5th Floor, Hartford, CT 06103 (860) 524-7700 x283.
Fax (860) 493-7499



Nancy A. Maynard, Director
Fund Raising/Publicity

Fitchburg Babe Ruth
158 Myrtle Avenue
Fitchburg, MA 01420
Telephone (978) 342-6841



INVOICE – SIGN SPONSORSHIP

2nd NOTICE

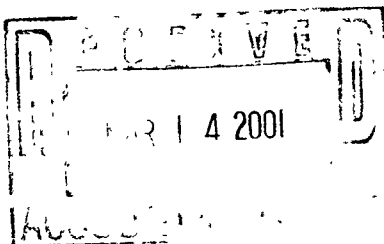
February 19, 2001

Thank you for your continued support of the Fitchburg Babe Ruth League. Due to the generosity of businesses, such as Unitil, the League continues to grow and give our youth organized baseball.

Bill To: Ms. Paula Ruggles
Unitil
6 Liberty Lane West
Hampton, N.H. 03842

For: Fitchburg Babe
Sign Sponsors
2001 Playing S

Amount: \$200.00



Paula -
I sent the first
one to Sara Holland
Didn't know if that
was the right
person now.
OK
Nancy
20-10-02-00-923-30-00
21485

9

Check and Expense Processing - FGE
Batch: 202800797

Check - Check
Req ID: 26348

Requested By: OLoughlin

Supplier: F.W. Webb Company
208 Bemis Road
Fitchburg, MA 01420
ID: F W WEBB CO

Approved By:
carroll


Necessary Information Required on Check Remittance:

Octoberfest Registration

<u>Invoice</u>	<u>Explanation</u>	<u>Due Date</u>	<u>Unit Price</u>	<u>U/I</u>	<u>Ordered</u>	<u>Total</u>
	Octoberfest Registration	08/31/2001	\$200.000	EA	1	\$200.00

Total : \$200.00

<u>Distribution:</u>	<u>Amount</u>	<u>Account #</u>	<u>CWO</u>	<u>kWh</u>	<u>Description</u>
	200.00	20-10-02-00-923-30-00			MARKET DEVELOPMENT - GENE
	200.00				

Vouchered by: 	Voucher Month: Aug.
PrePaid Check#:	Batch#: 202800797
Approved By:	Return Check To: Requestor Scott

Special Mailing Instructions:

SCOTT 0.

10

**F.W. WEBB COMPANY
208 BEMIS RD
FITCHBURG, MASS
978-345-4121**

SEP 28 1991

OCTOBERFEST REGISTRATION

**date : friday sept 28th
time : 10am - 2pm**

COST \$200.00

food - raffles - prizes
TRIP GIVEAWAY

IF YOU WISH, BRING AN ITEM TO RAFFLE

mfr / rep agency _____

name _____

**check if bringing
item to raffle** _____

**complete and email to... cpd@fwwebb.com
or fax to 978-343-3749**

26348

11



MANAGEMENT APPLICATIONS CONSULTING, INC.

2921 Windmill Road, Suite 4 • Sinking Spring, PA 19808 • 610/670-9199 • Fax 610/670-9190 • <http://www.manapp.com>

INVOICE

TO: Unitil Service Corp.
6 Liberty Lane West
Hampton, NH 03842
Attn. Ms. Karen Asbury
Manager of Pricing

INVOICE # 20010219
W. O. # 200029
DATE 02-02-01

BILLING PERIOD: 4 weeks ended 01-26-01

TERMS: Net 10 Days

FITCHBURG STANDBY RATE DESIGN

PROFESSIONAL SERVICES

NAME:	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>BILLING</u>
James L. Harrison	13.00	\$145.00	\$1,885.00

OUT-OF-POCKET EXPENSES

SUBTOTAL LABOR \$1,885.00

Telecopier (FAX)
Miscellaneous Office Expenses 5.00% \$ PROF
(Telephone, reproduction, postage, data processing)

\$94.25

SUBTOTAL EXPENSES \$94.25

TOTAL CHARGES \$1,979.25

20512



PLEASE REMIT TO:

New Energy Associates, LLC
P.O. Box 116022
Atlanta, GA 30368-6022

Unitil Service Corporation
6 Liberty Lane West
Hampton, NH 03842

Attention: David Dorskocil

Invoice Number	004054
Invoice Date	March 26, 2001
PO Number	
Project	1126-4000

Reimbursement of expenses related to the SENDOUT system license between New Energy Associates, LLC and Unitil Service Corporation.

	Hours	Rate	Amount
<u>Professional Services - Training</u>			
Annemarie Madden	8.00	193.75	1,550.00
<u>Travel Expenses</u>			
Annemarie Madden	2/18/01 - 2/20/01		1062.72
INVOICE TOTAL			<u><u>\$2,612.72</u></u>

Payment due in 30 days.



UNITIL Service Corporation
6 Liberty Lane West
Hampton, New Hampshire 03842

Attention: David Daskocil

PLEASE REMIT TO:
New Energy Associates, LLC
P.O. Box 116022
Atlanta, GA 30368-6022

INVOICE #004599

September 19, 2001

1126-4000

Annual SENDOUT® License Fee for the period October 15, 2001 to October 14, 2002
as outlined in Paragraph 3 of Amendment 4 to the System License between New Energy
Associates, LLC and UNITIL Service Corporation. \$24,757.00

TOTAL AMOUNT DUE \$24,757.00

Payment due 30 days from invoice date.

(19)

AMENDMENT NO. 4
TO THE SYSTEM LICENSE
BETWEEN
NEW ENERGY ASSOCIATES, LLC
AND
UNITIL SERVICE CORP.

THIS AMENDMENT No. 4 is by and between New Energy Associates, LLC ("NewEnergy") and UNITIL Service Corp. ("Company") and is an amendment to that certain System License between NewEnergy and Company dated October 15, 1999 (the "License Agreement").

WHEREAS, under the License Agreement, Company licenses NewEnergy's proprietary SENDOUT® software; and the license for such software expires October 14, 2001; and

WHEREAS, Company wishes to renew such license and NewEnergy is agreeable to the license renewal subject to the terms and conditions set forth herein.

NOW THEREFORE, the parties agree as follows:

1. SENDOUT License Renewal
Effective October 15, 2001, the license for the SENDOUT software is hereby renewed for a one (1) year term. In consideration of the license renewal, Company shall pay NewEnergy the license fee set forth in Section 3 below.
 2. Training
NewEnergy shall provide one (1) day of training, to be used throughout this one (1) year term, at no additional charge. Training may consist of up to eight (8) hours of instruction. Training may be conducted in an interactive one-on-one environment or in a classroom environment. NewEnergy will determine the training environment based on the number of people Company requests NewEnergy to train. Training will be provided at Company's facility or at NewEnergy's training facilities, when mutually agreed by the parties. Company shall provide access to Company's computer systems and classroom facilities for such training. NewEnergy agrees to provide additional training for the then current fees set forth in Section 3 below.
 3. Fees
Company agrees to pay NewEnergy the fees set forth below on the specified due dates. Company shall additionally pay for any out-of-pocket expenses incurred pursuant to Section 8 and additionally for taxes pursuant to Section 9 of the License Agreement.
- | Description | Fees | Payment Due |
|--------------------------|-------------|------------------|
| SENDOUT License Fee | \$24,757 | October 15, 2001 |
| Training | | |
| One (1) day | NC | NA |
| Additional training days | \$1,550/day | When incurred |
4. Term
The term of this Amendment No. 4 as it pertains to the license shall remain in effect for a one (1) year term beginning October 15, 2001 and ending October 14, 2002 and shall automatically renew at NewEnergy's then-current fees unless sooner terminated as set forth in the License Agreement.
 5. No Other Changes
Except as specifically modified in this Amendment No. 4, the License Agreement shall remain in full force and effect.

ACCEPTED:
New Energy Associates, LLC
Suite 1400
400 Interstate North Parkway
Atlanta, Georgia 30339

COMPANY: DD
UNITIL Service Corp.
6 Liberty Lane West
Hampton, New Hampshire 03842

By _____

Printed Name _____

Title _____

Date _____

By David K. Forte

Printed Name _____

Title _____

Date _____

2-8-01

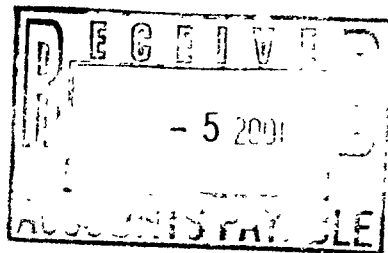


TO: Executive Women's Network
FROM: Margaret Smith, chair
DATE: June 18, 2001
RE: SPECIAL JULY "MID SUMMER LUNCHEON"

The EWN will leave their "brown bags" behind and enjoy a catered lunch at the Fitchburg Art Museum. **Sponsored by Fidelity Bank**, the luncheon will be hosted by Peter Timms, Director of the Museum who will give a tour of the facility and present a brief history of its development. A light lunch will follow Mr. Timms' presentation

This event provides an opportunity for businesswomen to get together in a relaxed atmosphere with associates and clients during the summer, when monthly Chamber programs are suspended. It's an excellent chance to network or treat a customer or co-worker to lunch.

.... Please join us on:



July 11, 2001
Fitchburg Art Museum
185 Elm Street
Fitchburg, MA 01420
12:00 noon - 1:30 p.m.

LUNCH WILL BE PROVIDED FOR YOU

COST IS \$10.00 FOR CHAMBER MEMBERS - \$25.00 FOR NON-CHAMBER MEMBERS. CHECKS MUST ACCOMPANY RESERVATION!

Space may be limited so please mail or fax your reservation to Nancy Maynard at the Chamber. If you have any questions please call Nancy Maynard at tel. (978) 840-4300 x226 fax: (978) 840-4896.

NAME/BUSINESS/TEL.# Kim M Proctor Unitil F&E
YES, I WILL ATTEND THE JULY 11th LUNCHEON ✓

25017

NORTH CENTRAL
MASSACHUSETTS
 CHAMBER OF COMMERCE

110 Erdman Way, Leominster, MA 01453-1819
 Phone (978) 840-4300

*HMP
 please cut
 check & mail*

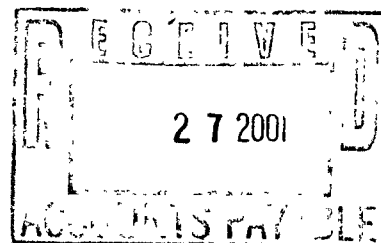
Date
 7/9/2001

Invoice No
 58835

16

Company ID Date Joined Phone
 10718 1/1984 (888) 301-7700

Ms. Kim Proctor
 Unitil
 285 John Fitch Highway
 Fitchburg, MA 01420



EWN 2002 Registry
N.C.M.C.C.

From 7/1/01 To 6/30/02

Starting at 9:00 AM Ending at 5:00 PM

Quantity	Activity	Attendees	Activity Price	Total Amount
1	Member	1	20.00	\$20.00

*7/30 status 6
 Carroll*

Total \$20.00

Contributions or gifts to the Chamber are not tax deductible as charitable contributions for income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses subject to restrictions imposed as a result of association lobbying activities. The North Central Massachusetts Chamber of Commerce estimates that the nondeductible portion of your dues - the portion which is allocated to lobbying - is 15%.

For each individual assigned to membership, \$5.00 of dues amount shown is for the Chamber newsletter, "Chamber Sphere," for the billing year.

PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT

Date Invoice No Company ID
 7/9/2001 58835 10718

Invoice Total \$20.00
 Payment Received \$0.00
 Total Due \$20.00

AMOUNT ENCLOSED

NORTH CENTRAL
MASSACHUSETTS
 CHAMBER OF COMMERCE

110 Erdman Way, Leominster, MA 01453-1819

Your prompt remittance will enable us to better serve you.
 Please make check payable to
 "North Central Mass. Chamber of Commerce"

*#25071
 25701*



110 Erdman Way, Leominster, MA 01453-1819
Phone (978) 840-4300

Ms. Paula H. Ruggles
Unitil
285 John Fitch Highway
Fitchburg, MA 01420

Sales Memo for Sponsorship - February 2001 Power Lunch

Description

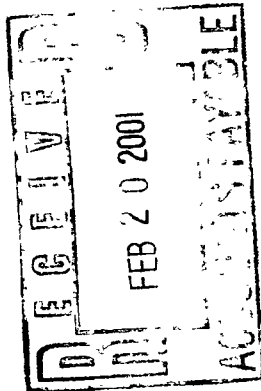
Power Lunches

Amount

\$250.00

Date Invoice No
2/15/2001 57070

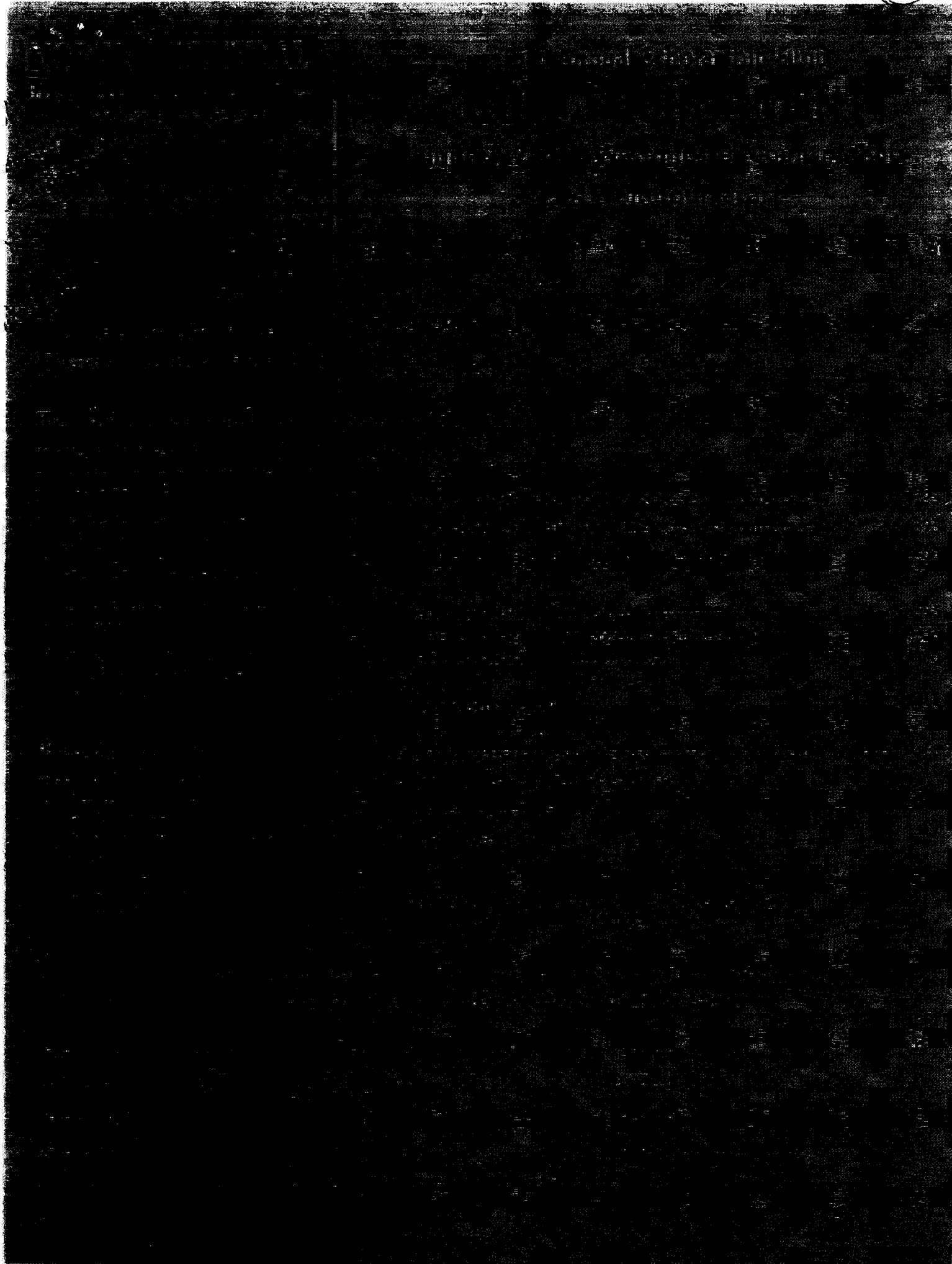
Company ID Date Joined Phone
10718 1/1984 (888) 301-7700



20687

Total \$250.00

Contributions or gifts to the Chamber are not tax deductible as charitable contributions for income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses subject to restrictions imposed as a result of association lobbying activities. The North Central Massachusetts Chamber of Commerce estimates that the nondeductible portion of your dues - the portion which is allocated to lobbying - is 15%. For each individual assigned to membership, \$5.00 of dues amount shown is for the Chamber newsletter, "Chamber Sphere," for the billing year.



FG & E
FITCHBURG GAS AND
ELECTRIC LIGHT COMPANY

NAME:	REMARKS:
ROBERT BISSON	

[illegible]

50/50⁶ 20-10-70-00-923-01-00 APPROVED PAID
ACCT No.

PAID



Stoner Associates, Inc.
P.O. Box 86
Carlisle, PA 17013

INVOICE

Fitchburg Gas & Electric Light Company
Attn: Shawn Enterline
285 John Fitch Highway
Fitchburg, MA 10420

Tel. 717 243 1900
Fax. 717 243 5564

Nº 10596

30 April 2001

A 1 1/2% PER MONTH LATE CHARGE WILL BE APPLIED FOR ALL INVOICES NOT PAID WITHIN THIRTY (30) DAYS.

AUTHORIZATION REFERENCE:

Software License Agreement
Dated 1 April, 1996
Amendment Number One
Dated 25 May 2000

LICENSED SOFTWARE:

MODULE: CMM (Svc #2)

LICENSE FEE:

TERM:

M&S FEE: Prorated (10 Months)\$1,250.00

TERM: 1 June 2001 – 31 March 2002

APPLICABLE SALES TAX:

TOTAL DUE AND PAYABLE
BY 30 JUNE 2001\$1,250.00

<p>REMIT PAYMENT TO: Stoner Associates, Inc. P. O. Box 7777-W5015 Philadelphia, PA 19175-5015</p>

Stoner

INVOICE

Fitchburg Gas & Electric Light Company
Attn: ~~Shawn Enteline~~ *ENERGY CONTRACTS*
285 John Fitch Highway
Fitchburg, MA 10420

Stoner Associates, Inc.

P.O. Box 86
Carlisle, PA 17013

Tel. 717 243 1900
Fax. 717 243 5564

Nº 10446

28 February 2001

A 1 1/2% PER MONTH LATE CHARGE WILL BE APPLIED FOR ALL INVOICES NOT PAID WITHIN THIRTY (30) DAYS.

AUTHORIZATION REFERENCE:

Software License Agreement
Dated 1 April, 1996
Amendment Number One
Dated 25 May 2000

LICENSED SOFTWARE: SynerGee® Gas

MODULE: Steady-State Network Analysis Module

LICENSE FEE:

TERM:

M&S FEE:\$3,125.00

TERM: 1 April 2001 – 31 March 2002

APPLICABLE SALES TAX:

TOTAL DUE AND PAYABLE
BY 28 APRIL 2001\$3,125.00

REMIT PAYMENT TO: Stoner Associates, Inc. P. O. Box 7777-W5015 Philadelphia, PA 19175-5015

Approved for payment
12.30.23.00.921.08.00 - \$1,563.
Charles E. Christensen 3.30.01

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 12/14/01
WIRE DOC NO: 60838

INVOICE NO	INV DATE	NET AMOUNT
TRANSFER FUNDS 12/03/01	12/03/01	125,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF	UNITIL RETIREE TRUST	CHECK AMOUNT
	PO BOX 2005	*****125,000.00

HAMPTON	NH 03843-2005
---------	---------------

24

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 11/09/01
WIRE DOC NO: 60805

NET AMOUNT

INVOICE NO
TRANSFER FUNDS NOV 01
INV DATE
11/01/01

65,000.00

BANK CODE
12-WIRE

CHECK AMOUNT
*****65,000.00

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

HAMPTON

NH 03843-2005

25

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 10/05/01
WIRE DOC NO: 60770

INVOICE NO INV DATE

NET AMOUNT

TRANSFER TO URT OCT 01 10/01/01

100,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****100,000.00

HAMPTON

NH 03843-2005

26

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 09/07/01
WIRE DOC NO: 60741

INVOICE NO INV DATE

TRANSFER FUNDS SEPT 2001 09/01/01

NET AMOUNT

65,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****65,000.00

HAMPTON

NH 03843-2005

27

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 08/03/01
WIRE DOC NO: 60705

INVOICE NO INV DATE

WIRE TRANSFER AUG 2001 08/01/01

NET AMOUNT

65,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****65,000.00

HAMPTON

NH 03843-2005

Chaput, Debbie

From: Vanhillo, Peggy
Sent: Friday, July 27, 2001 15:19
To: Chaput, Debbie
Cc: Long, George; Vanhillo, Peggy
Subject: Allocation adjustment for Wire transfer req#25581

The following needs to be adjusted for the above wire transfer:

FGE allocation should be \$32,300.00

CECo allocation should be \$15,000.00

E&H allocation should be \$13,300.00

USC allocation should be \$4,400.00

Thanks for your assistance in this matter.

Peg

Peg Van Hillo

Assoc. HR Generalist

Vanhillo@unitil.com

Phone: (978) 353-3203

Fax: (978) 353-3303

Web: www.unitil.com

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 07/06/01
WIRE DOC NO: 60673

INVOICE NO INV DATE

WIRE TRANSFER JULY 2001 07/01/01

NET AMOUNT

100,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****100,000.00

HAMPTON

NH 03843-2005

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 06/14/01
WIRE DOC NO: 60645

INVOICE NO	INV DATE	NET AMOUNT
WIRE TRANSFER JUNE 2001	06/01/01	65,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF	UNITIL RETIREE TRUST	CHECK AMOUNT
	PO BOX 2005	*****65,000.00

HAMPTON

NH 03843-2005

31

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 05/11/01
WIRE DOC NO: 60604

INVOICE NO	INV DATE	NET AMOUNT
WIRE TRANSFER MAY 2001	05/01/01	60,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****60,000.00

HAMPTON

NH 03843-2005

32

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 04/09/01
WIRE DOC NO: 60557

INVOICE NO	INV DATE	NET AMOUNT
TRANSFER FUNDS 04/2001	04/01/01	100,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****100,000.00

HAMPTON

NH 03843-2005

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 04/16/01
WIRE DOC NO: 60570

INVOICE NO	INV DATE	NET AMOUNT
TRANSFER FUNDS 03/2001	03/01/01	65,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF	UNITIL RETIREE TRUST PO BOX 2005	CHECK AMOUNT *****65,000.00
---------------------	-------------------------------------	--------------------------------

HAMPTON

NH 03843-2005

34

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 02/19/01
WIRE DOC NO: 60502

INVOICE NO INV DATE

NET AMOUNT

WIRE TRANSFER FEB 2001 02/01/01

60,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****60,000.00

HAMPTON

NH 03843-2005

35

SERVICE-WIRE

VENDOR NAME: UNITIL RETIREE TRUST
DATE PROCESSED IN FLEXI: 01/12/01
WIRE DOC NO: 60470

INVOICE NO	INV DATE	NET AMOUNT
TRANSFER FUNDS JAN 2001	01/03/01	100,000.00

BANK CODE
12-WIRE

PAY TO THE ORDER OF UNITIL RETIREE TRUST
PO BOX 2005

CHECK AMOUNT
*****100,000.00

HAMPTON

NH 03843-2005

36

INVOICE

The Yankee Printer

113 Lafayette Road
Hampton Falls, NH 03844
(603) 926-6742

REMIT TO:
P.O. Box 1080
Hampton, NH 03843

INVOICE TO:

23840
UNITIL
ACCOUNTS PAYABLE
6 LIBERTY LANE
HAMPTON NH 03842

Ship To/Remarks
DON

DATE: 03/28/01

64805

1 DUE: 04/27/01

SHIP VIA	F.O.B.	NET DAYS	PO. #	JOB #
		2/ 10/ N30		32397

1000 BUS. SUPPLY OPTIONS

100.00

SUB TOTAL 100.00
SALES TAX 0.00

Please pay from this invoice A statement will not be sent
1 1/2% interest per month on all invoices over 30 days.

TOTAL DUE 100.00

22118